

Letter/Newsletter/Syllabus to Families/Guardians Rubric
Secondary Level

Write your name in the space below. Then STAPLE this rubric to the front of your assignment when submitting it for a grade.

Name: _____

Your grade will be based on the following criteria:

_____ Inclusion of the following items (2 points each):

_____ Goals and Objectives paragraph

_____ List of supplies

_____ Class Rules

_____ Consequences/Discipline Plan

_____ Make-Up Work Policy

_____ Grade Breakdown (e.g., test/projects 30%, quizzes 20%, etc.)

_____ Parent, Guardian, and Student Signature Page

_____ Your contact information. Indicate how you may be contacted. Provide school phone number and email. You may use a bogus number and email address.

_____ Lack of grammatical, spelling, or mechanical errors

No errors: 2 points

1-2 errors: 1 point

More than 2 errors: 0 points

_____ Clarity of expression: Did you clearly communicate what you wanted to say?

No areas of confusion: 2 points

1 area of confusion: 1 point

More than one area of confusion: 0 points

_____ **=Total points for assignment**